

## ***Draft - Minutes***

Kingston Fire District  
Board of Wardens Meeting  
22 January 2015

**Present:** Wardens Donald Cobb, Elizabeth McNab, Vincent Rose and Ina Sciabarrasi. Also present were, Tax Collector Linda Mendillo (left at 8:09), Treasurer Carleen Lefebvre, Stephen Baker - Director of Public Safety & Emergency Management URI, Chief Nathan Barrington, Deputy Chief Christopher DeGrave (arrived at 7:04 and left at 7:50) and District Manager Jodi Hall.

**Absent:** Warden Sandra Koerner, Treasurer Carleen Lefebvre and DC Thomas Reed.

**Call to Order:** President Cobb called the Board of Wardens Meeting to order at 6:32 p.m.

**Information/Comments/Questions from the Public:** There was no one present from the public. There were no questions or comments.

**Approval of Minutes:**

**Motion:** Rose made and McNab seconded a motion to accept Minutes from the Wardens Meetings on 12/11/14.

The minutes were reviewed. There were no further questions.

The motion passed unanimously.

**Tax Collector's Report:**

**Motion:** Sciabarrasi made and McNab seconded a motion to accept the Tax Collector's Report.

Mendillo presented the Tax Collector's Report. The Board reviewed the report. She also discussed the fees that will be incurred by tax payers once we are set up to receive credit card payments. The fees are a minimum of \$3 or 3% of the total charged. There was no further discussion or questions.

The motion passed unanimously.

**URI Report:**

**Motion:** McNab made and Rose seconded a motion to accept the URI Report.

Baker presented the URI Report to the Board. The Board reviewed the reports. There were no further questions.

The motion passed unanimously.

**Chiefs' Report:**

**Motion:** Rose made and Sciabarrasi seconded a motion to accept the Chiefs' Reports.

Barrington presented his report. Along with his report he presented the proposed budget for 2015/2016. He did speak with Vern Wyman, URI VP Business Services, who is satisfied with the next 2 years projections. He also told the Board that there will be an Autism Conference in March and will keep them informed regarding the date and time. DC DeGrave presented his report to the Board. The Board reviewed his report. There were no further questions.

The motion passed unanimously.

**Motion:** Rose made and McNab seconded a motion to accept the proposed budget for 2015-2016.

The motion passed unanimously.

### **Treasurer's Report:**

**Motion:** McNab made and Rose seconded a motion to accept the Treasurer's Report.

Lefebvre presented the Treasurer's Report. The Board reviewed the report. There was no further discussion or questions.

The motion passed unanimously.

**Finance Committee up-date/report:** Finance Meeting of 01/22/15. Sciabarrasi up-dated the Board on the Finance Meeting held that morning and reviewed the Draft Minutes with them. No motions were made.

- Next Meetings:
  - March 26, 2015 at 9:00 a.m.
  - August 27, 2015 at 9:00 a.m.
  - October 22, 2015 at 9:00 a.m.

### **New Business:**

- **Policies to review for Posting:**
  - Volunteer Incentive Plan Policy

**Motion:** Rose made and Sciabarrasi seconded a motion to accept the changes to the Volunteer Incentive Plan Policy.

The policy was reviewed. DeGrave and Barrington discussed the changes made to the policy with the Board. It was expected that there would be changes when the policy first passed as we did not have concrete numbers to work with. There was no further discussion.

The motion passed unanimously.

- **SOGs to review:** There were no SOGs to review. No motions made.
- **Policies to Approve/Adopt:** There were no Policies to Approve/Adopt. No motions were made.
- **State of RI Fire District Report:** Barrington and Hall explained to the Board the additional paperwork and redundancy the State is now requiring for financial reporting. It will also need to be signed off by the President of the Board of Wardens and the Treasurer. No motions were made.
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- **Fire Alarm:** Barrington informed the Board that the Head of Fire Alarm for the Town has stepped down. The Town wants us to sign off on an indemnification. Neither KFD nor UFD have any intention of signing off on this as it will put the Districts in a high liability situation. He will update the Board as things proceed.
- **Burning Ordinance:**

**Motion:** McNab made and Sciabarrasi seconded a motion to approve the Burning Ordinance to be presented to the Town.

Police Chief Vespia asked that Barrington and Chief Carney, of UFD, to review the Burning Ordinance for the Town. Barrington presented the Burning Ordinance to the Board for their review and approval. Brief discussion was held. There were no further questions or comments.

The motion passed unanimously.

**Old Business:** There was no old business. No motions were made.

**Communications:** There were no communications. No motions were made.

**Information:** Sciabarrasi asked if anyone else received the survey sent out by the Town Council to business etc. No one else had received it. She explained some of the questions it asked with regard to relationship between businesses and the fire departments. There were no motions made.

**Next Meetings:**

- February 26, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- March 26, 2015 at 6:30 PM at the KFD Station – Monthly Warden Meeting
- April 16, 2015 at 6:30 PM at the KFD Station – Budget Hearing
- April 16, 2015 at 6:30 PM (following Budget Hrg) at the KFD Station – Monthly Wardens Meeting
- May 4, 2015 at 7:00 PM at the KFD Station – Annual Meeting
- May 28, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- June 25, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- July 23, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 27, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 24, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 22, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- November 12, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 10, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

**Adjournment:**

**Motion:** Rose made and McNab seconded a motion to adjourn the meeting.

The meeting was adjourned at 8:16 p.m.

The motion passed unanimously.

Respectfully submitted,

Jodi Hall  
District Manager